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DDA 85-0060/23  
14 June 1985

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 14 June 1985

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1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. Office of Information Technology (OIT) and Office of Finance (OF) representatives travelled to Boston and met Tuesday, 11 June, with the Cullinet Chairman of the Board, John Cullinane, and President, Bob Goldman, to discuss plans for using Cullinet software for the Agency's new proposed budget and accounting system. The two men were most supportive and agreed to provide the desired level of support to ensure successful implementation of this system.

b. The OF biweekly payroll processed 6060 manual transactions to update the increases in Language Use Awards (LUA) effective 26 May 1985. There are  employees receiving LUA at Headquarters and domestic field installations.

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d. OF representatives have made several telephone calls to OPM concerning employees who have resigned from the Agency and requested a refund from OPM of their retirement contributions. These employees have also contacted OPM personally on several occasions with no success and are now calling the Agency for help. We have assisted the former employees by furnishing duplicate cards and records to OPM on these

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q. The Director of Equal Employment Opportunity/Office of Personnel (OP) met with Carl Rowan who agreed to continue to assist the Agency in minority recruitment. Mr. Rowan offered to address a group of minority students at an Agency-sponsored symposium. In addition, he offered radio broadcast time for Congressman Louis Stokes, a new black member of the HPSCI, to address the Intelligence Community's recruitment of minorities.

r. As a result of recent Employee Bulletins and the current attractive growth performance of the Voluntary Investment Plan (VIP), recent cash contributions to the Plan have increased over 150 percent. In addition, many current participants have initiated action to increase their payroll deductions to the Plan.

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t. The fifth increment of OSS records, consisting of 130 cubic feet of Washington/Field Station Records, has been transferred to the National Archives and Records Administration (NARA). With this transfer, NARA now holds 793 cubic feet of OSS records.

u. A new 10-meter satellite antenna for use by the Foreign Broadcast Information Service (FBIS) is to be installed at the end of K Lane in the North Parking Lot. The site has been selected and the contractor is performing soil analysis. Excavation for the antenna pad is scheduled to begin on 24 June. Trenching for the electrical and sign cables is scheduled to begin 27 June.

v. A Personal Security Course (PSC) was conducted during the week of 3 June with 27 trainees enrolled. The trainee group was represented by all Directorates with 7 from the DA, 12 from DS&T, 3 from DI and 5 from the DO.

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briefing and lecture support from the various Agency components remains effective, but with the increase in the number of PSC runnings, the Washington Operations Training Staff (WOTS) is actively seeking to develop an in-house capability through staff training by specialized components.

**3. Significant activities anticipated during the coming week:**

On Wednesday, 19 June, the DDA, along with DDI, DDS&T and DDO, will spend the evening [redacted] with the Graduating Career Trainees--Field Tradecraft Course.

[redacted]  
**Harry E. Fitzwater**

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